

**CITY OF TROY**  
**2003 Paint Program**  
**Guidelines**

**ELIGIBILITY**

- A. Owner occupied, residential properties within Troy's designated Enterprise Community Strategy area described geographically as Census Tract 404 or 407  
OR  
B. Owner occupied, residential properties within the City of Troy having a low to moderate income that does not exceed the February 20, 2003 Section 8 Income Limits as defined by HUD.

**GRANT AMOUNT**

The Grant, not to exceed \$1,000.00 per project, will be used to cover the cost of paint, paint supplies and also reimbursement for the cost of approved rentals and repair materials cost.

**MATERIALS ELIGIBLE FOR REIMBURSEMENT**

A voucher system will be used to provide paint, painting tools (brushes, scrapers, etc.) and supplies at no out of pocket cost to the applicant. The applicant will be reimbursed for materials used for approved exterior repairs. The cost of rental equipment (scaffolding, ladders, etc.) necessary to complete the project will also be reimbursed if prior City approval was obtained for these costs. The cost of smoke detectors and building permits, if necessary, may also be reimbursed.

**OWNERS RESPONSIBILITY**

- ✓ Eligible applicants qualifying under paragraph 'B' (above) will be required to submit proof of income with their application.
- ✓ The owner must submit a description of the painting and proposed exterior repairs with an estimate for cost of materials. The owner must also submit before and after photographs of the project. The Planning Department will review the proposed project prior to final approval.
- ✓ The owner is responsible for providing the labor required to complete the project and to ensure the quality of work. The owner is advised to provide adequate insurance coverage if he/she intends to enlist the help of friends for labor.
- ✓ The owner is responsible for obtaining building or barricade permits, if required.
- ✓ The owner is responsible for providing smoke detectors throughout the residence subject to inspection and verification by Code Enforcement.
- ✓ The owner and each tenant are required to complete the survey form entitled "TENANT HOUSING & INCOME SURVEY". The owner will submit the owner copy of this survey with their application. Upon completion, the tenant(s) may return their copy to the Program Coordinator in the Department of Planning and Community Development.
- ✓ The owner and each tenant are required to read and sign the HUD Notification entitled "Watch Out For Lead-Based Paint Poisoning" and the EPA brochure "Protect Your Family from Lead-Based Paint in Your Home". This is to be returned with the project application.

**APPLICATION PROCESS**

Applications for the Paint Program will be reviewed beginning **June 1, 2003**. All work must be completed by **October 31, 2003**. If the proposed project is not completed by the deadline date an extension into the next painting season may be requested. If an extension is granted, verification of income will become necessary six months after issuance of the last voucher. Applications will be accepted and processed on first come, first serve basis by the City of Troy Planning Department. Only applications with the required documentation will be processed.

**REIMBURSEMENT PROCEEDURE**

Upon completion of the work, the owner will submit to the Planning Department all invoices for materials and/or rentals for reimbursement.

Note: The City of Troy will solicit vendors by requesting proposals for paint and paint supplies, perform site inspections, and process claims for reimbursement.